City and County of San Francisco



Human Rights Commission

Contract Compliance
Dispute Resolution/Fair Housing
Minority/Women/Local Business Enterprise
Lesbian Gay Bisexual Transgender & HIV Discrimination

MAY 1 7 2001 1999 GUIDELINES FOR HRC STANDING COMMITTEES Marivic S. Bamba Executive Director

SAN FRANCISCO PUBLIC LIBRARY

The Human Rights Commission operates through five standing committees. The standing committees are: 1. Employment; 2. Issues; 3. Lesbian Gay Bisexual Transgender Advisory; 4. Minority Business Enterprise/Women Business Enterprise/Local Business Enterprise Community Advisory; and 5. Youth and Education. Commissioners are assigned by the Chairperson of the Commission to these standing committees, members from the Community also are appointed by the Chair.

- * The Employment Committee has members representing business, government, labor, and community interests. This Committee meets usually on the first Thursday of the month from 12:00 Noon to 2:00 P.M. at the Human Rights Commission offices. The work of the Employment Committee includes: 1) reviewing staff reports on the employment patterns of City contractors; 2) development of affirmative action programs and policies; 3) recommendation of positions on legislation; and 4) studying issues referred by the full Commission.
- * The Issues Committee focuses on issues related to immigration and undocumented aliens; law enforcement and public safety; fair housing, prejudice-based violence, and miscellaneous issues. The Committee meets on call.
 - The Lesbian Gay Bisexual Transgender Advisory Committee (LGBTAC) was established in May of 1975 by amendment to Chapter 12A of the San Francisco Administrative Code. The Lesbian Gay Bisexual Transgender Advisory Committee's members are selected on the basis of interviews, and are broadly representative of the diversity of the Lesbian, Gay, Bisexual and Transgender communities. This Committee meets usually on the third Tuesday of the month from 5:30 P.M. to 7:30 P.M. at the Human Rights Commission offices. The LGBTAC addresses itself specifically to the identification and solution of problems associated with the Lesbian, Gay, Bisexual and Transgender communities of San Francisco, and with HIV/AIDS discrimination. The Committee provides assistance and advice to the Commission regarding discrimination in the Lesbian, Gay, Bisexual and Transgender communities; advocates for the civil rights of persons with AIDS/HIV; educates the lesbian, gay, bisexual, and transgender communities about issues of diversity in those communities; and addresses issues of lesbian, gay, bisexual, transgender, and questioning youth.
 - The Minority Business Enterprise/Women Business Enterprise/Local Business
 Enterprise Community Advisory Committee, as mandated by Chapter 12D of the
 San Francisco Administrative Code, was formed in March 1985. The Committee

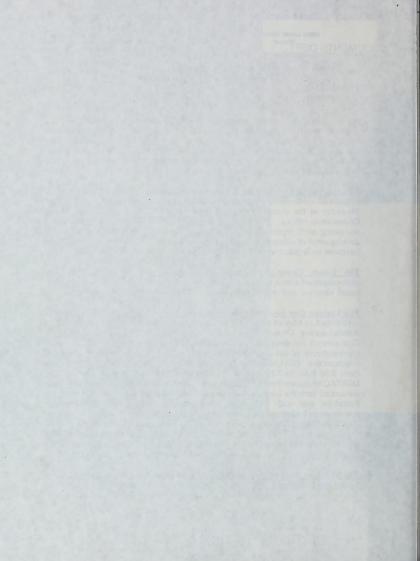






TEL (415) 252-2500 FAX (415) 431-5764 TDD (415) 252-2550 http://www.sfhumanrights.org.





monitors and assists in the development and implementation of the Minority Business Enterprise/Women Business Enterprise/Local Business Enterprise (MBE/WBE/LBE) Ordinance and Program. This Committee meets usually on the third Wednesday of the month from 5:30 P.M. to 7:30 P.M. at the HRC offices.

- * The Youth and Education Committee meets on the third Thursday of the month from 3:30 P.M. to 5:30 P.M. at the Human Rights Commission offices, eight or nine times a year. The Youth and Education Committee focuses on education and youth issues, including the juvenile justice system, which impact on young people in the HRC's protected classes.
- <u>Task Forces</u> are established by the Commission, from time to time, and operate similarly to Standing Committees.

FUNCTION AND OPERATION OF STANDING COMMITTEES

- The standing committees are an integral and vitally important component of the Human Rights Commission, providing for community involvement and for the opportunity for in-depth study and exploration of issues.
- 2. Issues on which the Commission is to act must be acted on first by a committee. The only exception to this is an emergency resolution which requires either a 2/3 vote or a unanimous vote of all Commissioners present, depending on whether or not the proposed action is consistent with previous Commission action.
- Standing committees generally hold one meeting a month, usually averaging ten meetings per year. All meetings of the standing committees are open to the public and subject to public meeting and accessibility laws.
- The Committee is to make a conscious effort to present all sides of an issue fairly
 prior to taking a stand, inviting speakers to present the opposing points of view
 whenever possible.
- 5. The City's position on State legislation can be established through a resolution adopted by the Board of Supervisors or by action taken by the Mayor's State Legislation Committee. Each City department is to assign a staff person to the State Legislation Committee to act as liaison to the Committee. Requests for the HRC to consider specific State legislation may be transmitted to the Chair of the Commission, the standing committee Chair, or the HRC Executive Director for referral to committee, or may originate with the City's Legislative Advocate, HRC commissioners and staff, or other City departments. HRC's positions on specific State legislation are determined through the committee process.

3 1223 06801 2062

After duly calendaring and hearing all sides to the legislation under consideration, the Committee may make a recommendation to the full Commission, who then may calendar and consider the legislation, may take a position on the legislation, and/or may suggest amendments to the legislation. Staff is to then communicate and represent this position to the City's State Legislation Committee. Once the City's State Legislation Committee takes a position on the legislation, HRC Committee staff is to communicate this position to the legislation's author(s), San Francisco's representatives in the State Legislature, the Mayor, the Board of Supervisors, and the City's Legislative Advocate, as well as to copy all Commissioners and Committee members with any relevant correspondence. Further support of the City's position on the legislation may be provided by the Committee staff.

- 6. HRC may also take positions on Federal legislation. The process is similar to that used to take positions on State legislation, except that once HRC has established a position on a specific piece of Federal legislation, the Committee staffer is to notify the City's Federal Legislative Advocate, and (over the signature of the HRC Chair) the Mayor and Board of Supervisors. San Francisco's representatives in the U.S. Congress are not to be contacted directly to inform them of HRC's position on specific legislation until that position is cleared through the City's Federal Legislative Advocate or the Mayor's Office.
- 7. When the City and County of San Francisco has taken an official position on pending legislation, the HRC can work in support of that position. The HRC cannot take a position which is inconsistent with the official position. In the absence of an official position, the HRC can provide information and analysis of its impact on the mandate of the Commission.
- Positions on State or Federal rules, regulations, or other administrative, nonlegislative actions may be taken in the same manner and with the same procedures and provisions as for legislative matters.
- 9. The Human Rights Commission cannot take a position on state or local ballot propositions; however, standing committees can examine the proposition, presenting all sides. After receiving the report of the standing committee, the Commission may then adopt an analysis of the ballot proposition related to its impact on the mandate of the Commission and transmit this analysis to the Board of Supervisors and the Mayor.
- As a City agency, the HRC cannot take positions on partisan election issues and cannot endorse candidates.
- 11. The standing committees operate under Robert's Rules of Order; however, a quorum need not be established for the committee to hear presentations, to provide input to staff, and to make recommendations to the Commissioners. Each Committee member is to vote on all motions for which they are in attendance unless they have declared a conflict of interest prior to the vote being taken.

After daily catestating and learning all super to the implication under consideration, the Committee may read a restauring time to the full Committee, the first super refusion and consider the implication of the legislation position on the regulation, and the major position to real Light State. Staff is to the excensional of the Light State legislation to real Light State position on the legislation. The Committee will not committee that as a to the ingislation on the legislation. The Committee will not committee in the State Legislation, are the fine to agree all immitteement and formation, angular while Advocate as well as to agree all immitteement and formation, angular while legislation may be grown to be the Committee and the

- HRC may also all profesors on belong logisterion. The process of such as their second and the se
- When the City and County of sea benezeed his * if and *County proton or pending legislation, the IEEC can work a support of that scale in. The IEEC cannot believe position while, a moneyated with the cafe in equation. In the absence of an official position, the visC, can marrier titing after each analyse or its unpresent on the marrier on the County con.
- 8. Postuone on State or Federal rules, expalarante on the craft superative flow legislative actions and provisions as in legislative mailers.
- The Human Mights Commission rathers as not take a position on shift or local builds proportions; however, standing confidence on retaining the preparation presenting all sides. After secreting, the riport of the standing consumper, the Commission may then shopt as stalling of the ballot protocition original to the impact on the constance of the time standing may are as the too of the proposition and transactions and the too of the proposition of the too of the constance of the Mayor.
- As a City agency, the HMC caretol lake positions on parestar riscillon nature and cannot endorse candidates.
- The standing committees over an ender Fabous States of Pales, interverse, a quantum need and be emblashed for the committee of book presentations. In provide Input to state, and so a subsect recommendations to their committee of the committee o

COMMISSIONER RESPONSIBILITIES

- Commissioners provide leadership for, and set policy in, the operation of the standing committees. Chairs are to consult with committee staff frequently, and to work cooperatively with them.
- Regular and active participation by the standing committee Chair and Vice Chair in Committee meetings is essential for the effective operation of the standing committee. Additionally, the Chairs and Vice-Chairs should become knowledgeable of the mandate and workings of the Commission and that standing committee.
- The Chair of the Commission shall appoint the Chair and Vice Chair of each standing committee for a one year term prior to March 1, or as vacancies occur.
- Commissioners are encouraged to identify and participate in issues and events
 pertinent to committees and, when appropriate, represent the Commission and/or
 the standing committees before other bodies.
- 5. All recommended actions, proposed resolutions, or reports coming from the standing committees to the regular meetings of the Commission do so through their Chairpersons or their designee. The Chairperson will introduce the agenda item, the guest speaker or speakers, if there are such, present a brief summary of standing committee action, and state what action the Commission is being asked to take. If Commission action is required or requested (such as adoption of a proposed resolution, or letter), the Chairperson moves that such action be taken. This motion will open the discussion by the full Commission. Items which have been previously acted upon by the standing committee do not require a second. According to Robert's Rules of Order, "the requirement (for a second) does not apply when the motion is made by direction of a board or committee." Draft copies of resolutions and letters are to be provided to the Commissioners in advance, along with any relevant supporting materials.
- The Chair of the standing committee is to approve the items for the meeting agenda for that committee.
- 7. The Committee Chair may cancel or reschedule the committee meeting for that month if the regular meeting day falls on or is adjacent to a legal, religious, or appropriate cultural holiday. In addition, meetings may be canceled, at the discretion of the committee Chair and Staff, for the following reasons: unavailability of Commissioners or staff, the lack of immediate issues, or other mitigating circumstances, such as cancellation by a key speaker or lack of a quorum.
- Commissioners are encouraged to work toward consensus with committee members on all issues, and to ensure that committee meetings are inclusive and respectful of the diversity of members and the public.

COMMISSIONES RESPONSIONATO

- Commissioners provide leadership for and everywhite fee the operation of the calculate committees. Course as to come a with economic still impressly, and to wook coopsignitively with them.
- Negate and active participation by the studies assessment Clark, and vouches in Committee mentings to see sail for the studies qualities of the studies of the committee. Additionally, the Clause and marketing the formal based on the considerable of the resident and workings of the Communities of the studies of the communities of the communities of the studies of the studies of the studies.
- The Chair of the Commission shall equicity the Chair and hope Chair at each standing consulting for a our year term over to fall the chair over the standing consulting for a our year term over to fall the chair over the standing consulting for the chair over th
- Commissioners are encouraged to similarly and participate in some sent more participate in some sent more participation of the similar committees and when the similar committees before other bodies.
- All recommends a size, prepared mainthouses require compared or the standing semulatives to the sequire exceeds as it speckammation also as around their Chairpersons or their feedered itself and prepared with an idea of compared tiern, the guest speaker or speaker standing come incertainty and stare which a standing come incertainty and stare which a standing come incertainty or sequired to the standing of the
- 6. The Class of the standing committee is in approve the in one for the meeting, second, for that committee.
- The Committee Chair may cancel or reachedure the committee meters, for that month if the regular moving day falls on or is officerd to a logal.
- at the discretion of the committee Casis and state in our following married unto stability of Corner sinces or such the lack of immediate issues or original materiality on consequences, such as concellence by a bay specime or such of a concellence.
- Complications are executinged to write largest according containing members on all besies, and to ensure that controlled meeting are freshildered and respectful of the inversity of members and the public.

COMMITTEE MEMBER RESPONSIBILITIES

- Membership on the standing committee is for a one-year term beginning March 1.
- Committee members serving on HRC standing committees must represent the highest standards of sensitivity to and genuine respect for cultural diversity, as the HRC must be a laboratory for multi-cultural understanding and tolerance.
- 3. Freedom of speech must be protected. The free exchange of ideas and differing points of view are strongly encouraged as long as these are not inconsistent with respect and tolerance for cultural diversity. Failure to abide by this code of tolerance and respect for others may result in a member being replaced on the Committee.
- 4. It is the responsibility of Committee members to attend regularly and to participate actively in standing committee meetings. The HRC attendance policy for standing committees is as follows: If a member accumulates three (3) absences during a one year period, that person will no longer be considered to be a member of that committee; however, in all instances, a person can appeal their removal to the full committee. The Committee's criteria for acting upon an appeal of removal as a committee are as follows: (1) granted upon request and following an expressed commitment to the Committee; and (2) reinstatement upon request following four absences during a one year term based on an explanation by the person as to the reasons for the previous absences and the likelihood, in the future, for regular attendance.
- Bringing issues to the Committee is the responsibility of Committee members, with the assistance of staff. Committee members should advise HRC staff at least ten days before a Committee meeting that they have an agenda item.
- Committee members shall assist in the drafting of letters, resolutions and other documents the committee votes to send to the commissioners for approval, and shall assist in the organization of panels and presentations.

STAFF RESPONSIBILITIES

- Consistent with its function of supporting Commission members, the role of the HRC staff is to facilitate the work of the Commissioners in their committee activities and to ensure the effective and efficient operation of the Committees. To this end, Committee staff are responsible for logistics, meeting preparation and follow up, and for the orientation of members.
- Standing committee staff are the key figures in the operation of the standing committee. The assignment as a committee staffer is considered a core staff function and is not an "extra duty".

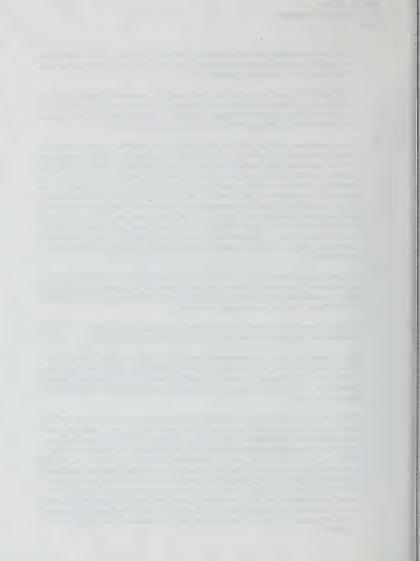
COMMITTED MEMBER RESPONSIBLINGS

- Commisse manifer nerving on FPIC standard commisses must represent the highest standards of sensitivity to and genuine covers for relating to the standard containing the standard of the
- Freedom of specificants by pickers. The process source of ideas and different points of view are montply uncouraged as into a mine more need to consume a view respect and tolerance for cultural distance by Edinox to existe by this contract reference and respect for others may result us an entry terms expected on the Committee.
- 4. It is the depotability of Committees or entries to attend on the continues principally in attending committees to the continues of the cont
- 5. Bonging bases to the Committee is the responsiving virious process members, with the assistance of state. Committee a numbers second advise 1990 extensional teachers and days before a Committee menting that they have an agreed must.
- Committee members shall exist in the destring of letters, to obtain and obtain documents the committee votes to and to the commissioners for appear at, and shall assist in the organization of growth and processing.

STATE RESIDENCE PROPERTY.

- Obsertent with its function of supporting Commuscent receivers the role of the FINC staff is to facilities the work of the Commuscences in their community activities and the first of the Committee and adjusted and contained the Committee with the responsible for logicos, unothing and and for the extensions of memory.
- Standing committee that we the kep figures in this operation of the elan key committee. The sadigment is a committee should be considered a risk wall function and le not an 'extra data'.

- The Committee staff is to consult with the Chair and Vice-Chair of the Committee frequently, giving guidance when sought, and ensuring that Commissioners are able to carry out their policy making role.
- 4. The Committee staff is to develop the standing committee agenda and the standing committee items for the Commission agenda for approval by the Committee Chair. Staff is to consult with the Committee Chair re: the agenda and the issues involved prior to standing committee meetings.
- 5. The Committee staff for each of the standing committees is responsible for scheduling meetings; reserving a meeting place in advance; sending out meeting notices; preparing and posting, as required by the Sunshine Ordinance, a detailed agenda at least 72 hours in advance of the meeting; preparing minutes of the standing committee meeting; handling all correspondence, both incoming and outgoing; doing follow-up as directed by the Committee and/or its Commissioner Chair; scheduling Committee presentations on issues and drafting position papers and proposed resolutions; acquiring background and source material for distribution to the standing committee and for Commissioners when an issue has been scheduled for a Commission meeting; and attending the Commission meeting when their standing committee has an item, including committee report, calendared.
- 6. At least four business days prior to the Commission's regular or special meeting, all pertinent background material, including copies of any proposed resolution, letter, or position papers, is to be mailed to each Commissioner at the direction of the Director or the Commission Secretary.
- At least a week in advance of the Committee meeting, all pertinent background material and the agenda are to be mailed to Committee members.
- 8. The Committee staff, in consultation with the Chair and Vice-Chair of that Committee, is to plan and present an annual orientation for the new Chair and Vice Chair and standing committee members and is to provide an informal orientation for any Commissioners or members joining the standing committee during the year.
- 9. The Committee staff is to recommend to the Committee Chair those members who should serve another term and those who should not, based on their attendance and participation. Further, staff is to identify groups or agencies from which to solicit new members and/or key individuals to be invited in order to broaden the representation on the standing committee. Letters requesting nominees from a group or thanking a member for services rendered are to be prepared by staff in the name of the Committee Chair with his/her approval. Staff is to confer with the Committee Chair regarding member participation in order to recommend to the Commission Chair those to be replaced during their term. Letters appointing people to a committee or conferring reappointment are to be prepared by staff in the name of the Commission Chair with his/her approval.



- 10. Standing committee staff are to schedule speakers for the regular Commission meetings, advising them that there is a time limit on their talk, and that they should be prepared to answer questions from Commissioners. Committee staff are to list speakers indicating name, title, and organization on the Commission agenda.
- 11. Media contacts, news releases, news advisories, public service announcements, and general media communications are to be prepared by the standing committee staff. Standing committee staff are to inform the Executive Director of overall and specific needs to communicate with the media related to their Committees. Media communications are a means of informing the community about standing committee or Commission actions and are to be used at the discretion of the Director. Committee staff are to inform the Executive Director of media contacts.
- 12. Staff is to maintain a pending file for standing committee work. Because issues may develop over time, staff should maintain files of background material, clippings, and resource people.
- 13. Staff is to maintain archival materials regarding the Committee's work.



